



**STATE ASSESSORS BOARD
REGULAR MEETING MINUTES OF OCTOBER 26, 2007
Bond Finance Board Room, Richard H. Austin Building
430 West Allegan Street, Lansing, Michigan**

CALL TO ORDER: The October 26, 2007 meeting of the State Assessors Board was called to order at 9:30 a.m. in the Bond Finance Board Room in the Richard H. Austin Building, 430 West Allegan Street, Lansing, Michigan.

ROLL CALL:

Members present: Lisa A. Hobart, Chairperson
Maxine J. McClelland, Member
Frederick W. Morgan, Member
Raman A. Patel, Member

Member absent: Henry O. Allen, Vice Chairperson (excused)

Staff present: David C. Lee, Executive Secretary

APPROVAL OF MINUTES: It was moved by Morgan, seconded by McClelland, and unanimously approved to adopt the regular meeting minutes of the September 24, 2007 meeting of the State Assessors Board as presented.

PUBLIC COMMENT: There was no public comment.

EDUCATIONAL PROGRAMS:

1. It was moved by McClelland, seconded by Patel, and unanimously approved to seek written input on the possibility of increasing the number of annual certification renewal hours.
2. It was moved by Morgan, seconded by McClelland, and unanimously approved to refer the State Assessors Board home study Communications course to the Board's Education Committee for discussion as to whether the course should be eliminated, revised to include an active public speaking component, or revised to include educational materials on the subject of written communication.
3. It was moved by Patel, seconded by Morgan, and unanimously approved to give approval for three hours of annual certification renewal credit for a BS&A Software course titled "Splits/Combinations Class".
4. A communication from the Executive Secretary regarding three-hour and six-hour renewal evaluations was received by the Board.
5. It was moved by Morgan, seconded by Patel, and unanimously approved to give approval to the level 3 experience qualification requests of Ms. Jennifer Angle, Ms. Mellissa K. Hayduk, Mr. Frederick L. Koning, Ms. Jessica V. Rivington, Mr. Christopher T. Smith, and Ms. Darcy J. Welch.

EDUCATIONAL PROGRAMS (Continued):

6. It was moved by Morgan, seconded by Hobart, and unanimously approved to alter the demonstration appraisal record card requirements for level 3 certification so that a level 3 candidate is required to complete one appraisal record card for an improved commercial property and a second appraisal record card for an improved industrial property, with the size and value specifications for these properties to remain unchanged.

7. It was moved by McClelland, seconded by Patel, and unanimously approved to make the changes in the demonstration appraisal record card requirements for level 3 certification (see item 6 above) effective January 1, 2008.

CERTIFICATION LEVEL MATTERS:

1. It was moved by Patel, seconded by McClelland, and unanimously approved to adopt the policy as presented to the Board prescribing a standard treatment of situations where assessing officers have certified more equivalent state equalized value than was permitted for their level of certification (i.e., instances where assessing officers have placed themselves in an over-certification situation). The policy adopted by the Board involves automatic commencement of revocation proceedings against assessing officers who appear to have placed themselves in such situations. The policy adopted by the Board also specifies that the certification of an assessing officer found by the Board to have certified more value than was permitted for that assessing officer's level of certification will be suspended until the assessing officer has reduced his or her assessment administration commitments so that he or she is no longer in an over-certification situation. Under the policy, a letter of reprimand will be placed in the assessing officer's certification file for a period of five years. Progressive consequences are contained in the policy for repeated instances of over-certification by the same assessing officer.

2. It was moved by Morgan, seconded by McClelland, and unanimously approved to correct the error made in determining the 2009 unit certification level of Armada Township, Macomb county.

CERTIFICATION APPLICANTS: It was moved by Patel, seconded by McClelland, and unanimously approved to grant formal approval to the list of certification applicants provided to the Board. The list of certification applicants which was approved by the Board and the certification totals presented to the Board were as follows:

Certification Applicants October 18, 2007

Level 1

French, Michael R.

Nicks, Rachel

Skiver, Angela

Level 2

Chaffee, Jane A.
Copeland, Linda L.
Lieb, Karen Jo

Munson, James G.
Sandy, Erik L.
Smith, Justin

Uhen, Stephen G.
Weiss, Tracey L.

Level 3

Cain-Derouin, Julie A.

Mazure, Wade R.

CERTIFICATION APPLICANTS (Continued):

Level 4

David VanderHeide
(approved at the September 24, 2007 meeting)

Certification Totals October 18, 2007

Level 1	612
Level 2	977
Level 3	877
Level 4	<u>148</u>
Total	2,614

MEETING RECESS: The meeting recessed at 10:05 a.m. The meeting reconvened at 10:15 a.m.

ROLL CALL:

Members present: Lisa A. Hobart, Chairperson
Maxine J. McClelland, Member
Frederick W. Morgan, Member
Raman A. Patel, Member

Member absent: Henry O. Allen, Vice Chairperson (excused)

Staff present: David C. Lee, Executive Secretary

CLOSED MEETING: A closed meeting was permissible under the Open Meetings Act, Michigan Compiled Law (MCL) 15.268(h). (See also the Freedom of Information Act, MCL 15.243(1)(b)(ii), 15.243(1)(d), and 15.243(1)(k) and the Open Meetings Act, MCL 15.267(2).) A motion was made by Morgan and seconded by McClelland to go into closed session. A roll call vote occurred: Hobart—yes, McClelland—yes, Morgan—yes, and Patel—yes. The motion was unanimously approved.

A closed session was held and the following items were discussed by the Board:

1. Closed meeting minutes from September 24, 2007
2. Oral examination procedure
3. Grading of narrative appraisal 202
4. September 2007 course examinations
5. Revocation petitions 06-0030, 06-0031, 06-0034, and 06-0035
6. State Tax Commission referrals
7. State Assessors Board examination proctoring policy

CLOSED MEETING (Continued):

A motion was made by Morgan and seconded by McClelland to return to open session. A roll call vote occurred: Hobart—yes, McClelland—yes, Morgan—yes, and Patel—yes. The motion was unanimously approved.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS:

1. It was moved by McClelland, seconded by Morgan, and unanimously approved to adopt the closed meeting minutes of September 24, 2007 as presented.
2. It was moved by Patel, seconded by Morgan, and unanimously approved to direct the Executive Secretary to develop a proposed policy/procedure for level 4 oral examinations with the standard portion of the oral examination to contain 50 questions, with level 4 candidates to be notified (prior to the examination) of the general topics covered by the standard portion of the oral examination, and with the opportunity for a level 4 candidate to retake the oral examination if a passing score is not initially achieved.
3. The Board took no action regarding the grading of narrative appraisal 202.
4. The Board took no action regarding September 2007 course examinations.
5. It was moved by Morgan, seconded by Patel, and unanimously approved to hold a formal revocation hearing for the assessing officer named in revocation petitions 06-0030, 06-0031, 06-0034, and 06-0035.
6. The Board acted on three assessing practices referrals from the State Tax Commission:
 - It was moved by Patel, seconded by McClelland, and unanimously approved to ask the assessing officer involved in the first assessing practices referral from the State Tax Commission to appear before the Board along with the Assessment and Certification Division district supervisor having knowledge of the matter and for the Executive Secretary to notify the assessing officer of the subject matter prompting the Board's request.
 - It was moved by Patel, seconded by McClelland, and unanimously approved to ask the current assessor of record for the local unit involved in the second assessing practices referral from the State Tax Commission to provide sales information and land value information to the Board for properties similar to the property in question.
 - It was moved by McClelland, seconded by Patel, and unanimously approved to ask the assessing officer in question to respond in writing to the allegations associated with the third assessing practices referral from the State Tax Commission.
7. The Board took no action regarding the Board's examination proctoring policy.

COMMUNICATIONS:

1. A communication from Mr. Eugene Schmall regarding an action of the State Tax Commission under MCL 211.154 was received by the Board.

COMMUNICATIONS (Continued):

2. It was moved by Morgan, seconded by McClelland, and unanimously approved to direct the Executive Secretary to respond in writing to Ms. Lisa Hough regarding her communications on the subject of proctoring exams in the Upper Peninsula.
3. A letter from Mr. Gregory J. Gamalski regarding an assessing officer's lack of responsiveness in processing a split of property was received by the Board.

OTHER BUSINESS:

1. It was moved by McClelland, seconded by Patel, and unanimously approved to adopt the proposed 2008 State Assessors Board meeting schedule with the Graders Committee meeting being moved to April 25, 2008 and with the addition of an Education Committee meeting on May 23, 2008.
2. A communication from the Executive Secretary regarding upcoming restricted access to State buildings was received by the Board.
3. A communication from the Executive Secretary regarding the fiscal year 2007-2008 budget situation was received by the Board.
4. It was moved by Morgan, seconded by McClelland, and unanimously approved to give approval to a communication from the Board expressing appreciation to State Assessors Board committee members and volunteers, with the date on the letter being the date of actual mailing by the Executive Secretary.

ANNOUNCEMENTS: The next meeting of the State Assessors Board is scheduled for November 16, 2007 at 9:30 a.m. in the first floor Bond Finance Board Room of the Richard H. Austin Building, 430 West Allegan Street, in Lansing.

ADJOURNMENT: It was moved by Patel, seconded by Morgan, and unanimously approved to adjourn the meeting. The meeting adjourned at 11:38 a.m.

Date minutes typed: October 29, 2007

Date minutes approved: 11-16-07



Lisa A. Hobart, Chairperson